VIRGINIA DEPARTMENT OF EDUCATION

DIVISION OF TEACHER EDUCATION
AND LICENSURE

LOCAL ELIGIBILITY LICENSE SURVEY

2002-2003 SCHOOL YEAR

Local Eligibility License Survey
2002-03 School Year

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The 2000 General Assembly amended the *Code of Virginia* to establish a mechanism for local school boards to issue a three-year nonrenewable local eligibility license. "Local Eligibility License" means a license established by the Virginia General Assembly issued to an individual by a local school board based on specific criteria set forth by *the Code of* Virginia. The license is valid for three years and is not transferable to another school division. The Local Eligibility License is a nonrenewable credential and is not reciprocal with other states.

Information regarding the issuance of the local eligibility license must be submitted to the Board of Education and the General Assembly. To facilitate collection of the information for the board and the General Assembly, a downloadable Excel spreadsheet titled " Local Eligibility License Survey" is available to school divisions to record the information for teachers who have been initially issued a local license during the 2002-03 school year. School divisions are also provided a text file format that may be used to create a text file for submission. The designs of the spreadsheet and text file format are similar to other DOE data collections.

The Local Eligibility License Survey must be submitted by November 1, 2002, to the Department of Education through the Web-based submission process. The LOCAL-EL submission will follow the guidelines set forth in the Single Sign-On for Web Systems process that was put in place in summer 2002.

The Local Eligibility License Survey requires the following information for each teacher who was issued an initial local license in 2002-03. Teachers who were issued local licenses prior to the 2002-03 school year should not be included on this report. Data to be reported for these teachers include:

- **Social Security Number**
- **First name**
- **Middle name/initial**
- **Last name**
- **Teacher's date of birth**
- **Racial/ethnic code**
- **Gender**
- **Full-time equivalent position** carried to 2 decimals
- **Date the teacher was contracted for the current position in the 2002-03 school year**
- **Is this a Title I funded position?** (Y/N)
- **Type of degree the teacher has earned**
- **Degree major**, such as English, mathematics, etc
- **Code for the college/university that the teacher was** graduated
- **Name of other college/university (required if college code is 999999)**
- **Has the teacher ever been issued a Provisional license?** (Y/N)

- **Does the teacher still need to meet the Praxis I requirements to receive a full license?** (Y/N)
- **Does the teacher still need to meet the Praxis II requirements to receive a full license?** (Y/N)
- **Does the teacher still need to meet the Teaching Methods Preparation requirements to receive a full license?** (Y/N)
- **Teaching area(s) designated on the Local Eligibility License** (from Endorsement List)
- **Other area of endorsement (required if endorsement code is 9999).**
- **Teacher's educational experience by number of years, not including current school year**. Round to the nearest whole number. The experienced should be entered for the following:
  - **Division** – number of years the teacher has been teaching in your school division.
  - **Virginia** – total number of years the teacher has been teaching in public/private schools in Virginia. (This includes the years the teacher has taught in your division as well as the years the teacher has taught in other schools in Virginia.)
  - **Total** – total number of years that the teacher has been teaching (required). (This includes all experience in Virginia schools as well as all experience in public/private schools in other states/areas outside of Virginia.)
- **Teaching Assignment(s) and No. of Sections/Class each Assignment is Taught**

Excel Spreadsheet Instructions

Downloading the Local Eligibility License Survey Excel File

The Local Eligibility License Survey Excel spreadsheet can be downloaded from the Virginia Department of Education's web site at http://www.pen.k12.va.us by selecting "Reports" at the top of the homepage. Then select "Instructional Personnel Data Collection." The complete address for accessing the Local Eligibility License Survey is:

http://www.pen.k12.va.us/VDOE/Publications/TCHCount/datacoll/coll.htm

Saving the Excel Template

Save the Local Eligibility License Survey template on your computer's hard drive following the applicable Netscape or Internet Explorer instructions for saving your file.

Internet Explorer Instructions

If you are using the Internet Explorer web browser to download the spreadsheet, place you mouse over the words **Local Eligibility License Survey** and *RIGHT CLICK* your mouse. A dialog box will open with several options. Choose the option, "**Save Target As**" to bring up the "**Save As**" box that will allow you to save the file. Then click on the **Save** button to save the file to your computer. When the save process has completed, a window will open to notify you that the download process is completed. Click on **Close**, and then close the web browser.

Netscape Instructions

If you are using the Netscape web browser to download the spreadsheet, place you mouse over the words **Local Eligibility License Survey** and *CLICK* your mouse. A dialog box will open with several options. Choose the option "**Save it to disk**" to bring up the "**Save As**" box that will allow you to save the file. Then click on the **Save** button to save the file to your computer. When the save process has completed, a window will open to notify you that the download process is completed. Click on **Close**, and then close the web browser.

Opening the LocalEligibilityLicenses2002.XLS File

Open the Excel application. Open the Local Eligibility License template (**LocalEligibilityLicenses2002.XLS**) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, you will

need to choose to **Enable Macros** if you get any warning about the macros. The Local Eligibility License spreadsheet will open to the **cover** worksheet. When the file opens make sure you are on the **Contact Data** sheet as noted by the highlighted tab at the bottom of the worksheet (Figure 1).
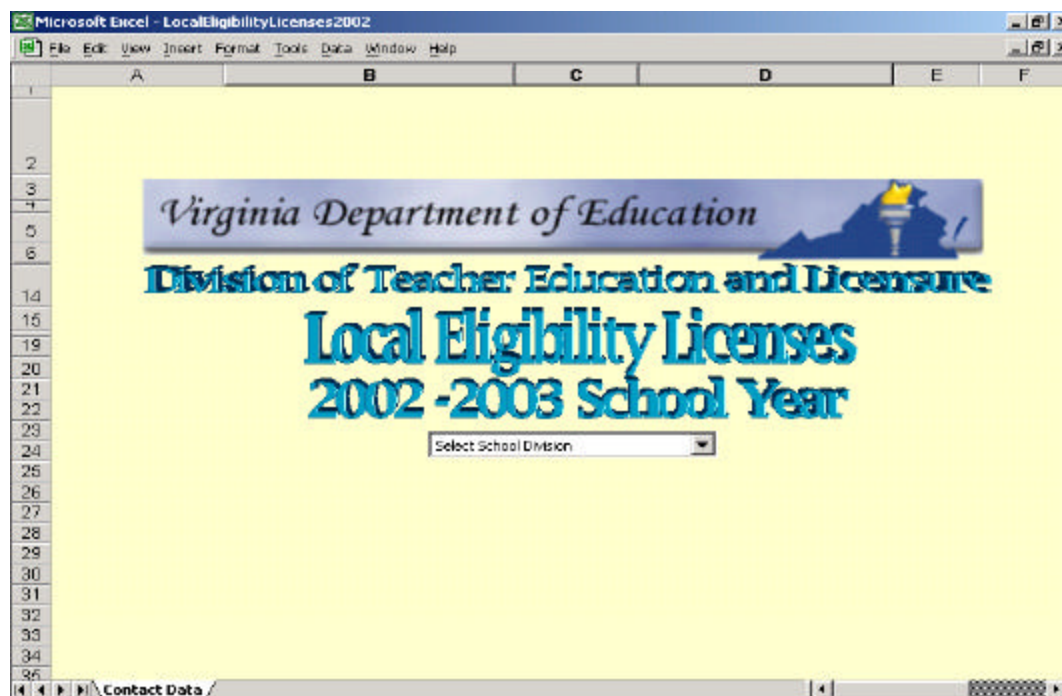

Figure 1. Contact Data Sheet

On the **Contact Data** sheet, you will see a drop-down list that includes the name and number of all school divisions/localities in Virginia (see Figure 1). Click on the down arrow and scroll down the listing to locate the number and name for your school division. When you locate your school division name, highlight it and release the mouse button.

After you have selected your division number and name, a message box will pop up that asks whether you are sure (Figure 2). If you clicked on the correct school division name, click on the **Yes** button. If you clicked on the wrong school division name, then click on the **No** button, and you will be returned to the drop-down listing of school divisions to repeat the selection process.
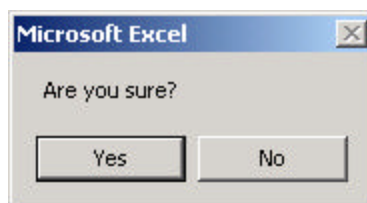
Figure 2. Verify School Division Box

When you click on **Yes** to indicate that the division name is correct, the workbook will automatically begin the process of customizing the workbook for your school division. The first step is to create a new subdirectory called **DOE_DATA** and to save the file with a unique name to identify the report and your school division (Figure 3). The file will be named LELS_xxx_0203.XLS where xxx is your three-digit school division number followed by the school year "0203." As this process begins, a message similar to the one illustrated below for division 002 will appear on your screen. Click on **OK** to save the file and continue customizing the worksheets.
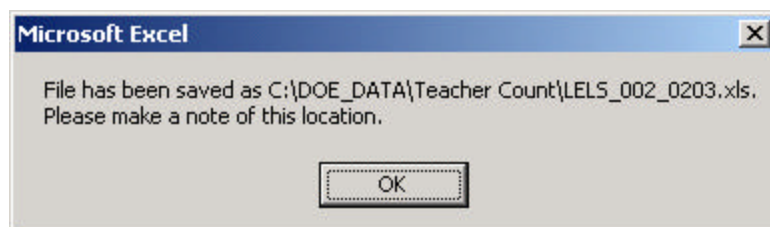
Figure 3. Saving File Box

Contact Data Sheet

The **Contact Data** sheet requires the e-mail address of the person who will submit the data to the Department of Education (Figure 4). Enter the e-mail address and press **_Enter_**.
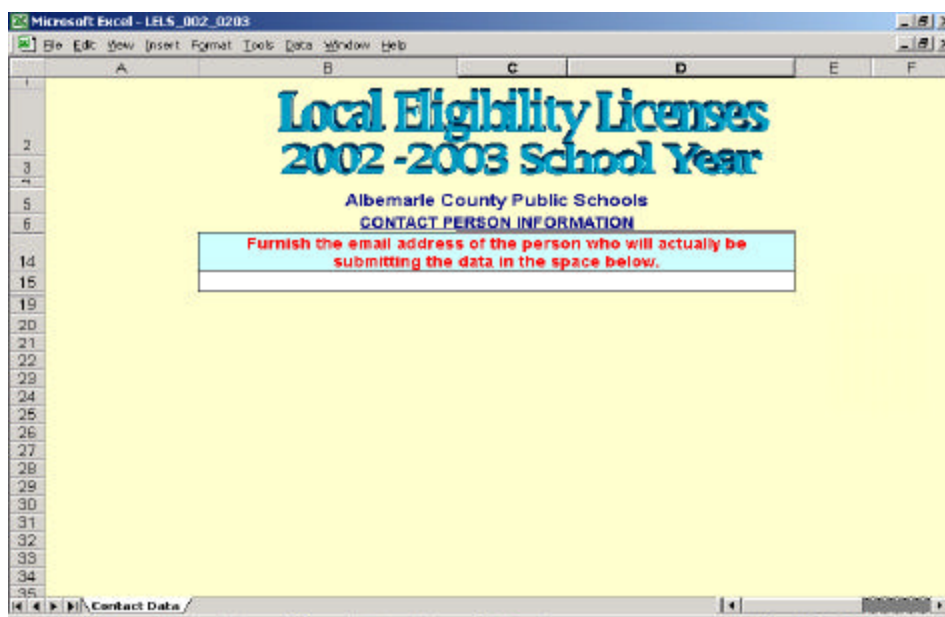
Figure 4. E-Mail Address of Person Submitting the Survey to DOE

After you enter your e-mail address and press **_Enter_**, a box will appear on the screen that inquires as to whether your school division issued any Local Eligibility Licenses for the 2002-03 school year. Click on the appropriate "**_Yes_**" or "**_No_**" radio button (Figure 5).

Figure 5. Local School Board Eligibility Licenses Issued

If your response is "**_No_**" that you did not issue any local licenses, then you have completed the reporting requirements and are ready to generate the text file. When asked if you wish to generate the text file, click on ''Yes' and note the name and location where the file was saved. Refer to the Web Submission Guidelines for submitting your report through the Web.

If your division issued local licenses to teachers for the 2002-03 school year, click on "**_Yes_**" and press **_Enter_**. You will be asked to report the number of licenses that were issued by your school board (Figure 6). Enter the number of licenses that were issued and press **_Enter_**.

Figure 6. Reporting Number of Local Licenses Issued

Data Entry of Teacher Records

If you indicated that your division issued local licenses to teachers for the 2002-03 school year, a Data Entry page (Figure 7) will come up on your screen after you enter the number of licenses issued.

Figure 7. Entering Teacher Data

Local Eligibility License Survey
2002-03 School Year

The Local Eligibility License Survey requires that the following information be reported for each teacher who has been issued a Local Eligibility License:

1. **Social Security Number of the teacher** (required). Enter the teacher's 9-digit social security number, omitting the dashes

2. **First name of the teacher** (required). Enter the teacher's first name.

3. **Middle name/initial of the teacher** (optional). Enter the teacher's middle name or middle initial.

4. **Last name of the teacher** (required). Enter the teacher's last name.

5. **Teacher's date of birth** (required).
    -   **Format = mmddyyyy on text file; may be typed as mm/dd/yy on spreadsheet.**

6. **Racial/ethnic code of the teacher** (required). Enter the racial/ethnic group to which the teacher belongs.
    -   **00 = Unspecified**. Use this code if the teacher has not specified a code or has specified multiple codes.
    -   **01 = American Indian/Alaska Native** - A person having origins (ancestry) in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
    -   **02 = Asian/Pacific Islander -** A person having origins (ancestry) in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. Included, for example, are peoples of China, Korea, the Philippine Islands, Samoa, and India.
    -   **03 = Black, not Hispanic** - A person having origins (ancestry) in any of the black racial groups of Africa.
    -   **04 = Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (ancestry), regardless of race.
    -   **05 = White, not Hispanic** - A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East

7. **Gender of the teacher** (required). Enter the teacher's gender.
    -   **F = Female**
    -   **M = Male**

8. **Full-time equivalent position** (required). Enter the teacher's FTE for this position.
    -   Enter numeric value carried to 2 decimal places.

9. **Date the teacher was contracted for the current position in the 2002-03 school year** (required).
    -   **Format = mmddyyyy on text file; may be typed as mm/dd/yy on spreadsheet.**

10. **Is this a Title I funded position?** (required)
    · **Y=Yes**
    · **N = No**

11. **Type of degree the teacher has earned** (required). Enter the degree(s) the teacher has earned.
    • **1 = Bachelor's**
    • **2 = Master's**
    • **3 = Doctorate**

12. **Degree major**, such as English, mathematics, etc. (required). Enter the teacher's degree major. If the teacher has more than one degree major, list the one that is most applicable to the current teaching assignment.

13. **Code for the college/university that the teacher was graduated** (required). Enter the code from the dropdown list (Excel spreadsheet) or College List of Virginia colleges/universities
    · Use the codes specified in the Virginia College Code listing

14. **Name of other college/university** (required if college code is 999999).
    · This is the written out name of college coded as 999999 for other colleges not listed.

15. **Has the teacher ever been issued a Provisional license?** (required)
    · **Y = Yes**
    · **N = No**

16. **Does the teacher still need to meet the Praxis I requirements to receive a full license?** (required)
    · **Y = Yes**
    · **N = No**

17. **Does the teacher still need to meet the Praxis II requirements to receive a full license?** (required)
    · **Y = Yes**
    · **N = No**

18. **Does the teacher still need to meet the Teaching Methods Preparation requirements to receive a full license?** (required)
    · **Y = Yes**
    · **N = No**

19. **Teaching area(s) designated on the Local Eligibility License** (required).
    · Use the Endorsement Code List.

20. **Other area of endorsement** (required if endorsement code is 9999).
    · Use this area to write out the area of endorsement if not listed in the Endorsement Code list.

21. **Teacher's educational experience by number of years, not including current school year**. Round to the nearest whole number. The experienced should be entered for the following:
    • **Division** – number of years the teacher has been teaching in your school division.
    • **Virginia** – total number of years the teacher has been teaching in public/private schools in Virginia. (This includes the years the teacher has taught in your division as well as the years the teacher has taught in other schools in Virginia.)
    • **Total** – total number of years that the teacher has been teaching (required). (This includes all experience in Virginia schools as well as all experience in public/private schools in other states/areas outside of Virginia.)

22. **Teaching Assignment(s) for Teachers** (Figure 8)**.**
    · Identify the **school**, **assignment code(s)** (using Assignment/Position Code list), and **number of sections/classes** that the teacher teaches each assignment.
    · All assignments for a teacher should be entered.
    · **Itinerant** teachers and other teachers who may teach in multiple schools should show the appropriate assignments and sections that are taught in each school (The number of lines that are visible under assignments will expand as needed.)
    · If a teacher teaches **multiple courses during the same period**, report it as if all students were enrolled in the same course, using the highest level course if the courses are of different levels.
    · **For Special Education Teachers only,** identify the full-time equivalent (FTE) position based on the disability of the students that are taught. See the section entitled "General Instructions for Reporting Special Education Instructional Personnel" for detailed instructions.
    · Under **Sections** enter the number of different sections/classes for which the teacher provides instruction. For scheduling configurations where the teacher may not instruct the same students every day, include the number of different classes for which the teacher provides instruction. For instance, the teacher may teach two classes of Algebra I that meet on Tuesday and Thursday and three classes of Algebra II that meet on Monday, Wednesday, and Friday. This would be reported as:

School	Assignment	Sections
Division High School	Algebra I	2
Division High School	Algebra II	3

Figure 8. Entering Assignments for Teachers

To enter an assignment for a teacher:

- Click on the **School** drop-down list in the first column near the top of the window, scroll down the list until the cursor is over the teacher's school, release the mouse button, and the school name will be entered in the first blank row in the first column.
- Click on the **Content Area** drop-down list in the center column, scroll down the list until the cursor is over the content for the course the teacher teaches, and then release the mouse button.
- Click on the **Assignment** drop-down list (contains all of the courses within the selected content area), scroll down the list until the cursor is over the teacher's course assignment, release the mouse button, and the course will be entered in the first blank row in the middle column.
- Type in the number of sections/classes that the teacher teaches the listed course and press *Enter*.

    Repeat the steps described in item 22 to enter all assignments for each individual teacher.

General Instructions for Reporting Special Education Instructional Personnel

    Provide the information requested in items 1 - 22 for teachers employed and contracted to provide special education and related services to students with disabilities, ages 3 – 21, on or about October 1, 2002. Do not include teachers and other instructional personnel who are serving children from birth through age two. School divisions no longer have to report teachers as fully licensed or not fully licensed. This status will be

determined through use of data maintained in Teacher Licensure for all individuals reported. This will include personnel who were employed on a conditional license, that is, they have a teaching license but do not hold the proper endorsement for the position to which they were assigned or they did not meet other existing state requirements for the position. Long-term substitutes should be reported also.

Report the number of preschool teachers, itinerant/consulting teachers, and home/hospital teachers employed for children with disabilities in this age group. This count should include teachers of children with disabilities in separate schools and facilities. Do not include regular preschool teachers who work with children with disabilities.

Teachers employed in regional programs must be included in this report. The school division that is responsible for employing teachers for the regional programs/centers should report the teachers under the appropriate regional agency and school numbers.

The assignment of a special education teacher is determined by the primary disability of the student served, not by the teacher's license or endorsement. In the reporting spreadsheet, on the page where teacher data is entered, click on the "assignment" button. After clicking on the "Content Area" down arrow, you will see "Special Education Ages 2-5" and "Special Education Ages 6-21" in the dropdown list. Select Special Education Ages 2-5 if a teacher provides services primarily to students ages 2-5. Click on "Special Education Ages 6-21" if a teacher provides services primarily to students ages 6 – 21. Select the appropriate disability category from the dropdown list in the third column. When teachers provide special education to students with different disabilities, apportion the full-time equivalencies of these teachers' time according to the primary disabilities of the students served. *For example*, if a teacher has 20 students—10 with learning disabilities, 5 with mental retardation, and 5 with emotional disturbance—the report should indicate .50 FTE for learning disabilities, .25 FTE for mental retardation and .25 FTE for emotional disturbance.

Each teacher should be reported in full-time equivalency of assignment. For example, a part-time resource room teacher working four hours per day (in a six-hour school day) is a .67 FTE. If that teacher has 20 students—10 with learning disabilities, 6 with mental retardation, and 4 who have emotional disturbance—multiply the .67 by the percent of students with each disability to get the final FTEs.

Learning disability (.5 * .67 = .34 FTE)
Mental retardation (.3 * .67 = .20 FTE)
Emotional disturbance (.2 * .67 = .13 FTE)

Data previously reported for "Other Special Education and Related Services Personnel" will be collected as aggregate counts on the Supply and Demand Survey.

Adding Additional Teacher Records Beyond Original Count

If you discover that you had not included all teachers who were issued licenses in your original count on the Contact Data sheet you can add additional records after completing entry for the number originally specified. Click on "No" when you are notified (see Figure 12) that "All licenses have been entered." and asked "Generate test file for submission now?" You can add additional teacher records at this time by clicking on the "Add Record" button. A box will pop up to let you know how many records you have already entered. It will also ask you if you want to enter more records. Click on "Yes" to add additional teacher records (Figure 9).
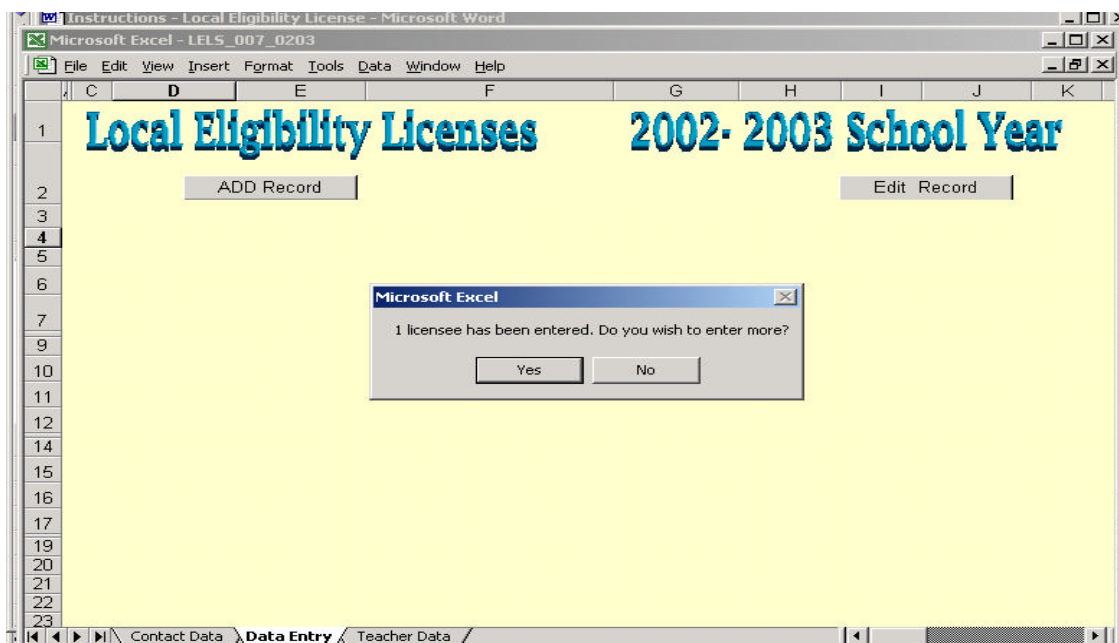

Figure 9. Adding Additional Teacher Records

Editing Records

You can also edit teacher records by clicking on the "Edit Record" button. A list of the names of the teachers you have already entered will appear in the dropdown table near the center of the sheet (Figure 10). Click on the name of the teacher for whom you wish to edit the record.
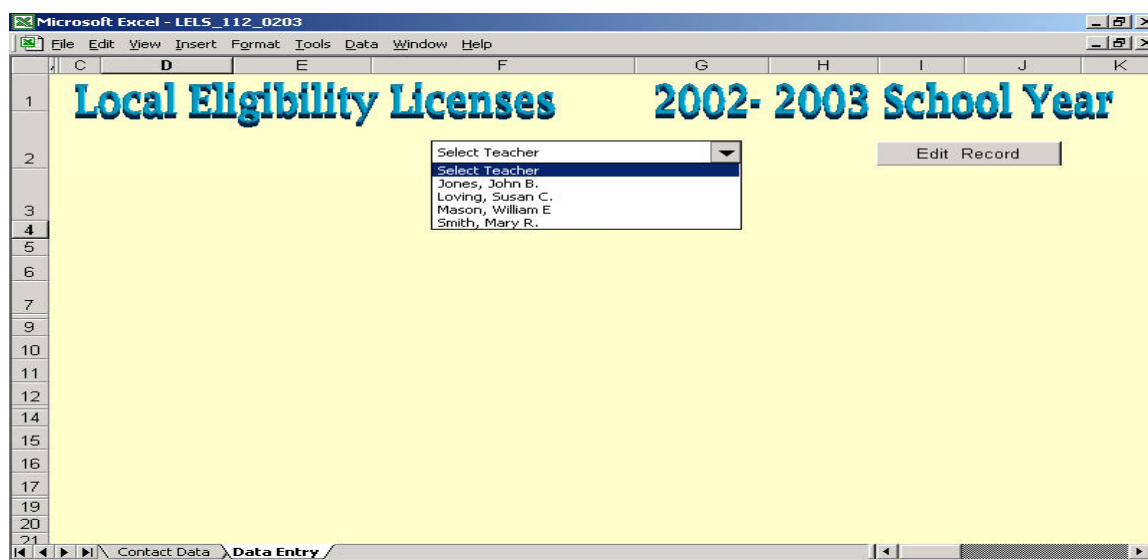
Figure 10. Selecting Teacher

Generating the Text File

A count of the teacher entries still remaining to be entered is maintained and shown just above the save button on the Data Entry sheet. When you have entered all teacher records for the number you entered on the Contact Data sheet for the number of licenses issued, you will be notified that all licenses have been entered (Figure 11). You will be asked if you want to "Generate test file for submission now?"
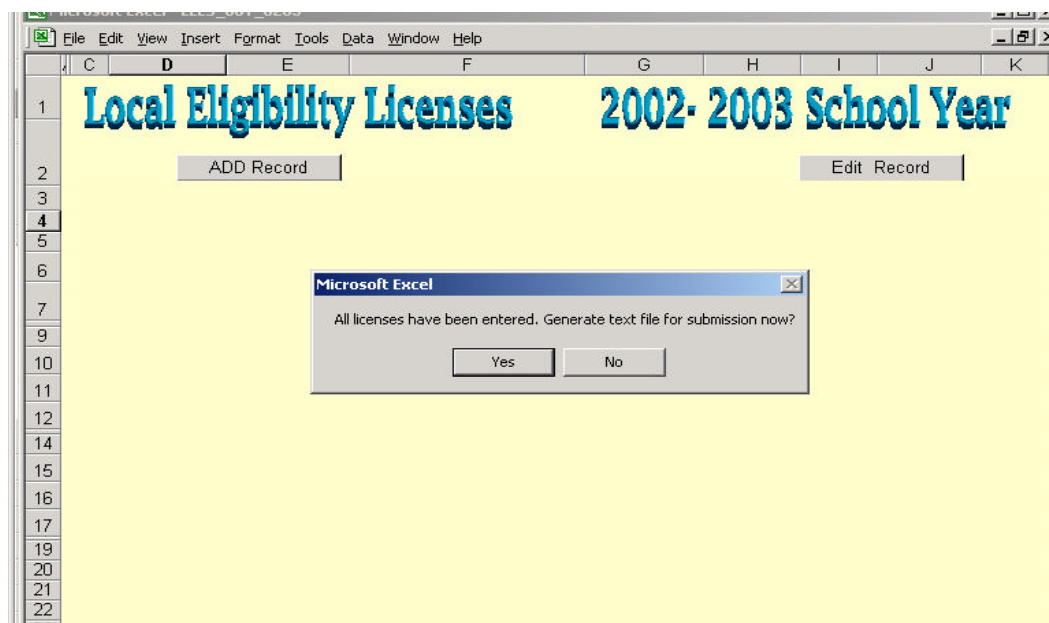

Figure 11. Entry of All Licenses—Generate Text File

If you have entered all records of teachers who were issued local eligibility licenses, click on "Yes" to generate the text file. A message will be printed on the Contact Data sheet to notify you that the file has been saved and to let you know the name of the file (Figure 12). Save the spreadsheet for later reference.

Figure 12. Text File Saved

Refer to the Web Submission Guidelines for submitting the Local Eligibility License text file (LOCCERTSxxx_02.txt, where xxx is your three-digit school division number) to the Department of Education.